



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

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IN REPLY REFER

1700
MCCS

APR 4 2 2005

Force Order 1754.5A

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: MARINE FORCES RESERVE (MARFORRES) TRANSITION ASSISTANCE
MANAGEMENT PROGRAM (TAMP)

Ref: (a) MCO P1700.24B
(b) MCO P1040.31J

Encl: (1) TAMP Appropriation Data Request Form

1. Purpose. To provide information on transition assistance services for retiring or separating MARFORRES service members.

2. Cancellation. ForO 1754.5

3. Background. MARFORRES service members who are pending release from active duty (retiring or separating after serving at least 180 consecutive days on active duty) will receive preseparation counseling and attend a transition assistance course within six (6) months prior to release from active duty as required by reference (a). This order establishes procedures to ensure MARFORRES service members receive the required services.

4. Responsibilities

a. Retiring or separating servicemembers. Service members pending release from active duty will contact their Unit Career Planner to schedule an EAS interview and a transition assistance course.

b. The Unit Career Planner will:

(1) Conduct an EAS interview with all service members six (6) to nine (9) months prior to their EAS per reference (b). The interview will ensure the service member is apprised of the benefits of joining the Selected Marine Corps Reserve and available transition assistance programs.

(2) Schedule the retiring or separating service member for a transition assistance course within six (6) months prior to their expected date of release from active duty at the nearest military facility (i.e., Army, Air Force, Navy, Marine Corps, Coast Guard, or Reserve base) providing transition assistance services. Military facilities and contact information providing transition assistance services are available at http://www.mccs-usmc.org/pers_serv/tamp. Arrange for government messing and housing if available.

(3) Twenty (20) days prior to the scheduled transition assistance classes, fax a Transition Assistance Temporary Additional Duty (TAD) Appropriation Data Request form (enclosure (1)) to MARFORRES Marine Corps Community Services (MCCS), Marine and Family Services (MFS) at commercial: (504)678-1082, DSN: 278-1082. Lodging, meals, and incidental expenses (M&IE) will be authorized as needed. Government messing and housing is directed if available. Rental vehicles and air transportation may only be authorized by MARFORRES MCCS, M&FS on a case-by-case basis. Travel to the nearest military facility providing TAMP will normally be via privately owned vehicle.

(4) Coordinate with the orders writing section to fax a copy of the DFAS final travel voucher and a copy of the transition assistance course completion certificate to MARFORRES MCCS, MFS within 30 days of completion of the TAD.

c. Unit Commanders. Unit Commanders are only authorized to grant TAD travel for TAMP to the nearest military facility providing such services. Appropriation data will be provided by MARFORRES MCCS, MFS.

d. MARFORRES MCCS, MFS

(1) Upon receipt of a Transition Assistance TAD Appropriation Data Request Form, review the request to ensure compliance with this Order and reference (a) and contact the requesting unit to confirm receipt.

(2) Upon approval, provide the transition assistance TAD appropriation data to the requesting Unit and confirm receipt.

(3) At the end of each month reconcile liquidated transition assistance TAD's with the MARFORRES Comptroller.

(4) At the end of each quarter, submit a transition assistance usage report to CMC (MR).


J. J. KINNERUP

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TAMP Appropriation Data Request Form

Last Name	First Name	MI	Date
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SSN	Rank	MOS
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Unit and Address	Branch
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Class Location	Class Dates (include travel)
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Career Planner:	Rank	Name	Phone Number
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Unit Fax Number	Round Trip Miles
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Government lodging is/is not available.

Career Planner
initials

Government messing is/is not available.

Career Planner
initials

Lodging Name	Lodging Rate
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MARFORRES M&FS ONLY:

Date Received

Date Faxed Back

M&FS Representative Signature